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E

24 May 1976

MEMORANDUM TO: C/BSD

SUBJECT : Projections for EAA Store Move

1. As per a recent conversation with C/BSD, the following information is forwarded for information.

2. The exact date for the beginning of the move from 1J-37 to GF-40 has not yet been established. Approximate time frame at this time is four weeks from this date. The following events must take place before the store merchandise can be moved:

a. Completion of all wall, ceiling and floor construction (approximately two more weeks). *7.5.76*

b. The removal of all Hermsdorf store shelving fixtures to the carpentry shop for modification (this will require the store to close down operations due to total lack of display shelves). This operation will begin immediately upon completion of sub-paragraph a above.

c. The carpenters have assured me that the shelving modification should not take more than one week. This added to the time involved to physically move the merchandise and other store fixtures should give us a shut-down period of approximately two weeks. When a date is established, we will advise and start advertising to let the customer know we will be closed for this time period. *21.5.76*

d. Shelving for the store room is ready for ordering. This will be done as soon as the stock room area is completed. This will enable us to transfer boxed merchandise to an area both convenient and secure for the move.

e. If we are able to obtain our stock man by the time the move is completed, we will not require any additional help in the move. Since all merchandise will be taken from 1J-37 to GF-40 in small increments, re-shelving will be a smooth operation. The two cashiers will be able to assist in the area of the re-stocking with no outside help.

MEMORANDUM: Projections for EAA Store Move (Cont'd)

f. If the projected move falls close to the end of June as it appears it will, then a recommendation is made at this time that our June Inventory be accomplished at the end of the move before our grand opening in our new location.

POSSIBLY
WEEK
OF
21-23 JUNE

3. At this time, this is all the information I have to pass on. As new developments occur, I will pass them on to your office by memorandum for consideration and information.

STATINTL

Manager
EAA Store